

Public Improvement Projects

This section of the 2011 CDBG Application form should be used by nonprofit organizations with IRS tax-exempt status and local governments to request CDBG funds for projects involving acquisition, development or improvement of public infrastructure serving predominantly low- and moderate-income residential neighborhoods in unincorporated King County and cities listed in the referenced Sub-regions.

Public improvement projects include but are not limited to construction or reconstruction of stormwater systems, water and sewer systems, streets, sidewalks and park facilities. Funds may also be requested to pay special assessments levied on low-income homeowners in connection with such projects and for removal of architectural barriers in existing public facilities. Projects must be consistent with the King County Consortium Consolidated Housing & Community Development Plan for 2010-2012. Projects will be awarded funding in 2011 and must be completed by May 31, 2012.

If an environmental technical report or study is required for your project, it will be prepared by a consultant retained by HCD and paid for with a portion of your CDBG award. Consequently, your application should include a sufficient amount to cover the cost of required reports or studies. The amount should be included in your project budget, section D of this application, under “Environmental Review, Reports or Studies Costs”.

You are strongly encouraged to obtain technical assistance from HCD staff prior to completing your application in order to determine whether reports or studies will be required, their estimated cost and potential impacts on the project schedule.

Threshold and Evaluation Criteria for Public Improvements**THRESHOLD REQUIREMENTS –**

1. Proposed projects must be consistent with CDBG Program Regulations.
2. Proposed projects must be consistent with Consolidated Plan objectives and policies.
3. Proposed public improvement projects must be listed in an adopted 6-year Capital Improvement Program or be mandated by a court or State or Federal agency.
4. Proposals for public improvement projects located in an unincorporated community and which will be implemented by a King County department must be signed by the appropriate department director. In addition, such proposals must be authorized and signed by an authorized representative of the appropriate Unincorporated Area Council (UAC), if one has been formed. If a UAC has not been formed, the proposal must be authorized and signed by a community group in the project area such as a community club, homeowners association or chamber of commerce.

EVALUTION CRITERIA — (LISTED IN NO PARTICULAR ORDER)

1. The extent to which the project addresses one or more of the following: makes the community a healthier and/or safer place to live; and/or provides more amenities, including increased geographic accessibility for low- and moderate-income communities and increased physical accessibility for persons with disabilities; and/or increases the capacity for more dense housing, which predominantly benefits low to moderate-income households.
2. The extent to which the project is ready to proceed, including the applicant's capacity to complete the project within the year 2011; the extent to which project environmental and land use issues have been identified and planned for; and the extent to which all funding necessary to implement the project has been committed.
3. The extent the project addresses an immediate and severe public health or safety issue.

(Evaluation Criteria Continued)

4. Projects under \$50,000 are discouraged.
5. The extent that all geographic areas and participating jurisdictions benefit fairly from CDBG- and HOME-funded activities over the three-year agreement period, so far as is feasible and within the goals and objectives of the Consolidated Plan.
6. The extent to which the project meets a specified need or a geographic sub-region as identified in the Request For Proposal (RFP).

Contents of

PART IV – Public Improvements Category

Threshold and Evaluation Criteria

Part IV A – Project Information

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Part IV D -- Budget - Public Improvements Project

D.1 – Engineer's Estimate

Part IV E -- Schedule - Public Improvements Project

Part IV F – Project Team

Part IV G -- Property Description

G.1 - Property Owner Authorization Form (If applicable)

The following are required Hard Copy Attachments

Part IV Required Attachments:

ATT IV.1 - Capital Improvement Plan

ATT IV.2 - A detailed map that shows project site and identifies service delivery area.

Responses to Public Improvement Questions:**A. Project Information**

A.1 Project Description: Describe, in detail, what you plan to construct or rehabilitate and identify how the CDBG funds will be used. (indicate if any acquisition is a part of the activity).

Insert text here

A.2 Specify the size of the project in square feet or lineal feet (if applicable). Your answer should correspond with Form IV D.3 Engineer's Estimate

Insert text here

A.3 Specify how you arrived at the total cost of the project. Identify the permits that will be required for the project as well as any land use approvals (i.e. lot line adjustment, subdivision, rezone, conditional use, etc.). Your answer should correspond with Form IV D.3 Engineer's Estimate

Insert text here

A.4 Describe how the project is accessible or is working toward full accessibility in terms of transportation (proximity to public facilities, schools, low and moderate income housing neighborhoods, senior retirement areas, special transportation programs, etc.).

Insert text here

A.5 Describe extent the project addresses a public health and/or safety need. Attach all supporting documentation that relates to this need. (documentation that supports this need, e.g. orders, letters, traffic accident counts, Department of Transportation (DOT), public safety statistics).

Insert text here

A.6 Capital Improvement Plan (CIP): Where is this project listed in priorities. Is it identified as high, medium, or low on the list? Is CDBG the identified targeted source? What role or percentage does it constitute in this project? If applicable, provide a copy of the Transportation Improvement Plan (TIP) submitted to the State reflecting projects slated to be addressed in the term of this project.

Provide specific reference documentation of this project as it is presented in the adopted CIP.

Insert text here

B. Project Benefit

B.1 The proposed project must serve either an area which is primarily residential and predominantly low- and moderate-income (Area Benefit) or be limited to serving a predominantly low- and moderate-income clientele (Limited Clientele). Describe the area and identify the residents that will benefit from this project activity.

Insert text here

B.1.2 Describe how the boundaries of the service area were determined.

Insert text here

B. 2.2 Limited Clientele – (Example: Projects which propose design and rehabilitation work in order to eliminate architectural barriers to existing facilities and public infrastructure.)

Proposed project is limited to paying special assessments levied on owner-occupied low-income homes. There are strict guidelines in determining eligibility - please contact a member of the Community Development Technical Assistance Team listed on page 3 of guidelines.

C. Performance Measures

Describe how the project meets the Consolidated Plan Objective Outcome and what performance measure(s) are used to demonstrate an outcome for both short term and long term indicators.

C.1 Performance Indicators

Provide indicators of service delivery before and after project completion.

Table C.1 – Performance Measures

Define Unit	Number of Units			Indicate Annual No. of Households/Persons		
Current measurement of unit (i.e. square feet; lineal feet; park)	Before No. of Units Provided	After Project Completion Annual No. of Units Provided	Difference	Before Project Annual No. of Households/Persons Served	After: Annual No. of Households/Persons Served	Difference
Example: water transmission main	250 '	350'	100' new and 250' rehabilitated/replaced	25	35	+10
<i>[Add rows as needed]</i>						

C.2 Describe how these indicators were determined.

Insert text here

Continue to next page.

D Budget for Public Improvement**D.1 Line Item Budget for Construction and Rehabilitation Projects**

Indicate funding Status with corresponding letter: "A" – anticipate submitting an application in future grant RFP process; "S" - submitted application, award unknown; "C" – funds are committed.

Table D.1 – Construction Budget

Item	2011 CDBG Funds	Status	Other Funds	Total Funds
*Environmental Review (King County Set-aside)	\$ 4,000	S	\$	\$
Development				
Appraisal(s)	\$		\$	\$
Architect/Engineer	\$		\$	\$
Right of Way Acquisition (If applicable)	\$		\$	\$
Security Document and Title Report Fees	\$		\$	\$
Construction:				
Construction Contract: Line 30 from Table D.3 (Include Sales Tax and Construction Contingency)	\$		\$	\$
Project Management _____%	\$		\$	\$
Other:				
Real Estate Tax	\$		\$	\$
Legal	\$		\$	\$
Insurance	\$		\$	\$
Relocation	\$		\$	\$
Other: (list)	\$		\$	\$
Sub-Total* (Less Environmental Review Cost)	\$		\$	\$
Total Project Budget:	\$		\$	\$

**Environmental Review (King County Cost Set-aside): This amount is set-aside until final environmental review costs are determined. Any balance remaining will be available for expenditure by Budget Revision Request from the Agency.*

D.2 Budget Narrative

Provide background and explanation of fund sources and status of other funding pursued for this project, i.e. what other grant/fund sources have you submitted applications? Provide dates of anticipated award announcements. Are there any funds identified through capital campaign commitments?

Insert text here

D.3 Reduction Options -- Can your project or program be funded a reduced level if necessary?

Yes ☐ No ☐

If yes, what amount of funding is the minimum that would be required in order to be successful in the project activity but at a reduced level? Explain what element of your project/program be modified to address this reduction?

FORM D.3 Engineer's Estimate

THIS FORM MUST BE SUBMITTED COMPLETE

2011 Community Development Block Grant Program Proposal

Engineer's Estimate

Date: _____, 20__

Project Name: _____

City of: _____

Prepared by: _____

Item No.	Description	Est. Quantity	Units	Unit Price	Total Price
1	Mobilization		LS		
2	Maintenance and Protection of Traffic		LS		
3	Demolition, Clearing and Grubbing		LS		
4	Remove A.C. Pavement		SY		
5	Earthwork		LS		
6	Subgrade Preparation		SY		
7	Foundation Material		CY		
8	Crushed Surfacing		CY		
9	A.C. Pavement		TN		
10	Cement Concrete Curb		LF		
11	Cement Concrete Sidewalk		SY		
12	Cement Concrete Driveway Approach		SY		
13	Driveway Reconstruction, Gravel		SY		
14	Driveway Reconstruction, A.C.		SY		
15	Adjust Structure to Finish Grade		EA		
16	Storm Drain Pipe		LF		
17	Trench Safety System		LS		
18	Manhole		EA		
19	Catch Basin		EA		
20	Combination Curb Inlet		EA		
21	Connect to Existing Catch Basin		EA		
22	Relocation of Existing Fire Hydrant		EA		
23	Relocation of Signs/Mailboxes		EA		
24	Hydroseeding		LS		
25	Finishing and Cleanup		LS		
26	Other (specify)				
27	Sales Tax				
28	Contingency				
29	<i>[Modify line items as necessary to reflect specific project activities].</i>				
30	TOTAL Construction Budget:				\$ 0

LS = lump sum; SY = square yards; CY = cubic yards; TN = ton; EA = each; LF = lineal feet

E. Schedule – Public Improvement Project**Table E.1**

Milestones	Projected Completion Date
Environmental Review Complete	*
Contract Executed with King County	**
Design Begun	
Design Complete, Bid Specs Submitted for County Review	
Right of Way Acquisition (If Applicable)	
Bid Opening	
Preconstruction Conference	
Construction 50% Complete	
Construction Complete	
Closing Documentation Submitted	April 2012
Labor Standards Reviewed and Accepted Release Retainage	May 2012
Project Completion Report Filed w/HCD Staff	May 2012
Project Closed	June 2012

* Obtain an estimate from King County Environmental Review Specialist

** Contract Start Date can only occur AFTER Environmental Review Date

Continue to next page.

F. PROJECT TEAM

Provide the name of the consultant or staff person who will perform the following tasks. Please note that consultants paid for with CDG funds must be selected through a competitive process and in accordance with 24 CFR Part 84 (nonprofit organizations) and 24 CFR Part 85 (local governments). If any of the tasks will be performed by a consultant, indicate who in your agency will be responsible for selecting the consultant.

Complete all of the following:

Application Phase

Prepare and submit CDBG Grant Application:

Consultant or Agency Staff _____ Contact: _____

E-mail: _____ Phone: _____

Applicant Staff responsible for consultant selection process: _____

E-mail: _____ Phone: _____

Prepare and submit environmental review forms:

Consultant or Agency Staff _____ Contact: _____

E-mail: _____ Phone: _____

Applicant Staff responsible for consultant selection process: _____

E-mail: _____ Phone: _____

Agency Contracting – Contract Phase

Prepare and submit application for required permit and land use approvals:

Consultant or Agency Staff: _____ Contact: _____

E-mail: _____ Phone: _____

Applicant Staff responsible for consultant selection process: _____

E-mail: _____ Phone: _____

Procurement – Professional Services

Prepare and submit construction bid specifications:

Consultant or Agency Staff: _____ Contact: _____

E-mail: _____ Phone: _____

Applicant Staff responsible for consultant selection process: _____

E-mail: _____ Phone: _____

Procurement – Construction

Solicit and review construction bids:

Consultant or Agency Staff: _____ Contact: _____

E-mail: _____ Phone: _____

Applicant Staff responsible for consultant selection process: _____

E-mail: _____ Phone: _____

G. Property Description:

G.1 Is Right of Way acquisition involved? If so, indicate all Tax Parcel Number(s): _____

G.1.2 The following is required if project involves acquisition of real property for easement for improvements to be completed that are not in a public right of way.

TAX PARCEL NUMBER: _____

Property Owner.

(Provide name, address and phone number)

Name: _____

If not an individual -- indicate Agency, Agent or Management Firm and

Contact Name: _____

Address: _____

Phone No: _____ E-Mail: _____

Property size _____ Zoning Classification _____

List Deed Restrictions, Liens, Covenants (if applicable)

List Existing debt (if applicable) \$ _____

Lien Holder Name and Address: _____

Landmark designation (if applicable) _____

IV Table G.1. Please complete the following table (include information for each building located on site):

	Size (sq ft)	Year Built	Current Use	Proposed Use
Structure				

Resource Link:

King County i-map and parcel viewer

- <http://www.kingcounty.gov/operations/GIS/PropResearch/ParcelViewer.aspx>
- Enter parcel # or address, or zoom using magnifying glass cursor → click “Districts & Development Report” and “Assessor's Data Report”, and **print both and provide as an Attachment IV.2**

The following are required Attachments

Part IV Required Attachments:

ATT IV.1 - Capital Improvement Plan: Copies of specific pages that reference project activity.

ATT IV.2 - A detailed map that shows project site and identifies service delivery area.